

ADM-1

1 November 1962

MEMORANDUM FOR: DD/R
ADD/R

SUBJECT: [REDACTED]

1. Attached are several papers concerning the subject project. The first of these, [REDACTED]-4479-62, is a request to the DDCI for the approval of [REDACTED] salary increase from \$27,500 to \$31,000 per annum. This is a good clean straightforward matter and should pose no problem.

2. The second attachment, [REDACTED]-4557-62, concerns salary increases for seven other [REDACTED] employees. This one poses some problems growing out of a series of accumulated slippages in management.

3. The problem in brief is that we are now trying to request approval for a new salary scale for each of these individuals which has already been in effect since 1 September 1962. The problem is further aggravated, however, by the fact that the salaries from which these individuals are being promoted were in themselves not approved in accordance with the required procedures of the Agency, which means in effect that in a number of cases salaries have been paid from as far back as 1 March 1961 without any evidence that those salaries were either requested or approved. This problem has largely emerged following my assignment of action to [REDACTED] on 1 October to examine the new salary proposals and carefully coordinate and staff out before finalizing these arrangements. John has done considerable work trying to fulfill this request and get things straightened out. The following is a brief outline, as best I can understand it, of roughly how things got the way they did.

3. [REDACTED] was originated when [REDACTED] was Special Assistant to the DCI and he and [REDACTED] were the sole case officers for this project. Later, organizationally speaking, this became the Development Projects Division under [REDACTED]

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Subject: [REDACTED]

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Page 2

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the DD/P, and things continued along with various arrangements of an incidental nature insofar as any available documentation would indicate. No correspondence concerning this matter seems to have reached the Admin people in DPD. [REDACTED] took over as Chief of Support in DPD in January 1962. His first awareness of this project came in connection with the [REDACTED] case (May and June of this year) which was a composite of much irregular management. Shortly thereafter, the Audit Staff called his attention to an earlier Audit Report requesting that these salary problems be formalized and regularized, and requested that he try to get some action on that subject. This further enlightenment on the nature of this project caused John to recommend that the administrative responsibility for the project be turned over to the Support Staff which was done in June of this year. While some preliminary steps were taken to get the necessary papers prepared to try to retroactively establish these required approvals, these efforts generally fell into cracks because of John's absence early in the summer on a prolonged TDY trip, the loss of some personnel, the split with SOD and the all round general heavy workload that prevailed. Consequently, when on 1 October, I requested the staffing out of the new request, all of this background problem began to surface.

4. John P. seems confident that these approvals had been requested and granted but is unable to produce documentation nor has it been possible to find any in his files. Thus far it has not been possible to locate any evidence that the previous salary scale which became effective in 1961 was ever subjected to the normal due process of the existing authorities. It leaves the matter now of (1) trying to clean this whole matter up as would be accomplished by [REDACTED]-4479-62, or (2) another approach, draft attached, would not recognize our knowledge of the aforementioned irregularities and simply request approval for the current salary scale retroactive to 1 September. 25X1A2d1

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5. Incidentally, the original administrative plan drawn up for this project according to John specifically requests that a prior approval must be obtained before salary changes are made. Apparently in the past, [REDACTED] has found it unnecessary to wait in this fashion and has had some sort of informal OK from [REDACTED] who had anyone challenged his decision, would I suppose have threatened

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Subject: [REDACTED]

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[REDACTED]-3952-62

Page 3

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to resign. So it has gone along this way without compliance. At this point [REDACTED] I understand, has submitted a new Admin proposal wherein this prior approval procedure would be essentially eliminated. I have asked John to have this new Admin proposal studied very carefully and then sent down here for further careful review and scrutiny.

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6. At this point I would endorse John's recommendation that some one individual within the DD/R, which is the current holding company for [REDACTED] under the evolution of the organizational structure of the Agency, to be fully cognizant and responsible, with all papers and actions funneling through and to this individual who would himself take the initiative to see that proper actions were taken at the proper time by [REDACTED] as well as within the Agency. 25X1A2d1

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[REDACTED]
Executive Assistant
Deputy Director (Research)

Attachments
As stated

Distribution:
1 & 2 - Addressees
3 - EA/DD/R
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5 - DD/R Chrono

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DDR: [REDACTED]:6561:bb (1 Nov 62)